

ASSEMBLY POINT

GUIDELINES 2024

152 Sturt Street
Southbank 3000

EOI (Expression of Interest) Timeline

Round 1:

Exhibitions scheduled between

6 May 2024 and 10 November 2024

Applications close: 3pm, Monday 18 March 2024 (AEDT)

Notification of outcome: Late March 2024

Round 2:

Exhibitions scheduled between

18 November 2024 and 22 June 2025

Applications open: Monday 9 September 2024

Applications close: 3pm, Monday 7 October 2024 (AEDT)

Notification of outcome: Mid-October 2024



creative spaces



CITY OF
MELBOURNE

The City of Melbourne respectfully acknowledges the Traditional Owners of the land we govern, the Wurundjeri Woi-wurrung and Bunurong Boon Wurrung peoples of the Eastern Kulin and pays respect We acknowledge and honour the unbroken spiritual, cultural and political connection the Wurundjeri, Bunurong, Dja Dja Wurrung, Taungurung and Wadawurrung peoples of the Eastern Kulin have to this unique place for more than 2000 generations.

We are committed to our reconciliation journey, because at its heart, reconciliation is about strengthening relationships between Aboriginal and non-Aboriginal peoples, for the benefit of all Victorians.

INTRODUCTION

Creative Spaces is a City of Melbourne program providing affordable work and exhibition space and soft infrastructure via the Creative Spaces website. Currently supporting more than 100 artists and creative organisations, it partners with government and the private sector to identify, secure, develop and manage space across the municipality for creative use.

Assembly Point is managed and programmed by Creative Spaces and consists of five glass vitrines along the walkway separating Sturt St and Moore St in Southbank.

For a virtual inspection of Assembly Point, you can view images of the space here: <https://www.creativespaces.net.au/venue/assembly-point>

SPECIFICATIONS

- Each vitrine is fitted with small exhibition lighting with an on/off switch
- Vitrines share a single-circuit power supply of 15 amps maximum
- Vitrines are subject to full sun

Vitrine dimensions:

Vitrine	Length	Depth	Height
1 (Sturt St end)	2200mm	1000mm	1800mm
2	7200mm	1000mm	1800mm
3	4200mm	1000mm	1800mm
4	2200mm	1000mm	1800mm
5 (Moore St end)	7200mm	1000mm	1800mm

APPLYING AS A GROUP

Creative Spaces welcomes individual and group applications. Groups are required to submit a single application.

SUPPORT MATERIAL

Artistic and other support material is a critical part of an application and reviewed as part of the assessment process. Applicants should consider quality of support material over quantity, only including material that is relevant and strengthens the proposal.

EXAMPLES OF SUPPORT MATERIAL:

- Key artist CV summaries, portfolios, reviews, websites and social media.
- At least three images and descriptions of current, proposed or past works.
- Peer/industry support letters (up to three consolidated into the one attachment).
- Completed vitrine plan.

Support material must be in a format compatible with the following software applications: Microsoft Office 2010, Adobe Acrobat Reader version 17, Adobe Flashplayer version 32, Microsoft Internet Explorer version 11, Microsoft Windows Media Player version 12.

Recommended file types are **jpg** for images and **pdf, doc or docx** for documents.

As part of the application process, we require you to submit an indicative vitrine plan of your proposed exhibition. This could be in the form of rough drawings, sketches, or a digital impression of your envisioned work.

[Download the vitrine plan here](#). We recommend either printing the vitrine plan to draw over it or saving it to overlay images within the vitrine outlines.

SUSTAINABLE PRACTICE

Applicants are encouraged to use resources wisely in the creation and delivery of their work. Successful applicants are expected to have a demonstrable commitment to sustainable practices.

CONTROVERSIAL CONTENT

Assembly Point is made up of five public facing glass display vitrines. Art works or products in the public realm must take into consideration the experience of a wide range of people, including adults and children, who may encounter the work without warning.

While patrons may choose to view explicit or controversial art works in theatres, galleries and other indoor spaces, creative practitioners must be sensitive to the experience of people who encounter the work unexpectedly in the public realm.

Successful applicants are required to notify Creative Spaces of any material forming part of their project that is or may be controversial, prior to making the work public, throughout the term of the agreement. The City of Melbourne reserves the right to request the artist to remove content deemed to be controversial.

KEY DATES

Round 1:

Exhibitions scheduled between 6 May 2024 and 10 November 2024

Application deadline: 3pm on Monday 18 March 2024 (AEDT)

Round 2:

Exhibitions scheduled between 18 November 2024 and 22 June 2025

Application opens on Monday 9 September 2024

Creative Spaces Program Guidelines: Assembly Point

Application deadline: 3pm on Monday 7 October 2024 (AEDT)

Details:

- Creative Spaces is currently accepting applications for the 2024 Assembly Point Program, with the deadline set for 3 pm on Monday 18 March 2024 (AEDT).
- Exhibitions are scheduled between 6 May 2024 and 10 November 2025. Applicants can specify their preferred exhibition dates within the SmartyGrants application form.
- The artist is expected to utilise the entire exhibition term (inclusive of bump in and bump out). Any changes to the timeline must be communicated to the Creative Spaces Administrator.

HOW TO APPLY

1. Read the guidelines and application criteria thoroughly and preview the application form.
2. Contact the Creative Spaces team with any queries on (03) 9658 9893 or creativespaces@melbourne.vic.gov.au.
3. Allow ample time to plan, gather support material and to draft your application (save as you go).
4. Complete and submit an online application through SmartyGrants by the closing date. Late applications will not be accepted.

ASSESSMENT PROCESS

- Applications are assessed by a City of Melbourne panel.
- Unsuccessful applicants are eligible to re-apply in future rounds.
- Applications are kept confidential, and the contents will not be disclosed to any person outside the application and assessment process.
- The City of Melbourne does not seek to correct errors in applications or supporting material. Applications are assessed as they have been submitted.
- The City of Melbourne reserves the right to request further information in considering any application, as well as the right to reject any application that is ineligible or does not meet the assessment criteria.
- All applicants will be notified of the result of their application via email.

ASSESSMENT CRITERIA

Applicants will be assessed against the following:

1. Creative and contextual
<ul style="list-style-type: none">• Boldness and experimentation• Strong ideas, narratives and stories• Considered responses that suit the space
2. Viability

- Achievable timeline
- Proposed installation and presentation method
- Relevant and appropriate support material provided
- If working in a collaboration, key artists are cited
- Evidence of appropriate cultural permissions (if applicable)

TERMS AND CONDITIONS

Applicants are required to comply with the following terms and conditions:

- Conduct a site visit (accessible 24/7).
- Utilise all five glass vitrines for the term of the exhibition.
- Restrictions on the use of audio apply. Please contact Creative Spaces to discuss your project if audio will be proposed.
- Attend a site induction.
- Supply an exhibition bio/artist statement for the creation of decals.
- The City of Melbourne reserves the right to invite artists to apply.

COSTS

Exhibiting artists are responsible for all costs and resources associated with creating, developing, installing and removing work in the space.

Creative Spaces provides the following at no cost:

- Two printed decal blurbs/artist statements (maximum 180 words) installed on the end panes of the two vitrines closest to each street.
- White text decals for each window containing artist name/s and title of work.
- Installation and removal of decals.

Creative Spaces creates decals using the content supplied by artists. All decals remain the property of Creative Spaces.

INTERPRETER AND TRANSLATION SERVICES

Our multilingual information telephone service provides access to [translators](#) and information in different languages.

ACCESSIBILITY FOR APPLICANTS WITH DISABILITY

Applicants with disability are encouraged to contact staff to discuss any specific needs or additional support that may be required to complete and submit an application.

If you are deaf, hearing-impaired or speech-impaired contact us via the National Relay Service on 133 677 (ask for 03 9658 9658).

TECHNICAL ASSISTANCE

Refer to the [Help Guide](#) for SmartyGrants technical assistance. The [SmartyGrants](#) support desk is open 9am - 5pm Monday to Friday on 03 9320 6888 or by email service@smartygrants.com.au.